

WHAT INFORMATION CAN BE ACCESSED USING EMPLOYEE EXPRESS?

TYPES OF ACTION

INFORMATION NEEDED TO MAKE CHANGES

Address Changes

- Full address and zip code

Direct Deposit/
Voluntary
Allotments

- Account number
- Bank routing number

Earnings
and Leave

- None

FEHB

- Name and SSN
- Enrollment code of FEHB plan
- Family member information (name, full address, zip code, date of birth, SSN, and any private insurance coverage)

PIN Changes

- None

Savings
Bonds

- Bond type
- Deduction amount
- Owner's name, SSN, full address, zip code
- Registration (beneficiary, co-owner, single owner)
- Registration name

Tax Changes

- Filing status (married/single)
- Number of exemptions
- Additional money (if any) to be withheld

TSP

- Percentage(s) or dollar amount(s) to go to fund(s)
- Percentage when totaled MUST equal 100 percent